

GENERAL INFORMATION

This seminar will be held from 9 am – 4 pm, Thursday & 8 am – 12 pm Friday, with check-in beginning at 8:00 am on Thursday. If you have any questions, please call: Rett Hollar at (406) 761-3449 or e-mail to: rett@theofficecenter.net

Location:

Jorgenson's Inn
1714 11th Ave
Helena, MT
Phone: (406) 442-1770

Registration:

(Registration deadline is June 11th)

FAX your registration to: (406) 452-7038

MAIL the enclosed registration form to:

ARMA, PO Box 6672, Helena, MT 59604-6672

On-line:

www.bigskyarma.org/events

Course Fee:

ARMA members: \$189 per person

Non-members: \$259 per person

Fee includes continental breakfast, lunch on Thursday, and refreshment breaks. Dinner and entertainment on Thursday night are also included.

Education Credits: This program is qualified for **8.75 CLE credits**.

Payment Policy: We accept cash or checks. Credit cards may **only** be used to register via the website.

Transfers/Cancellations: If you cannot attend, you may call to substitute another person without penalty. If you cancel within less than 72 hours, the fee is not refundable.

Program Changes/Cancellations: ARMA-Big Sky Chapter reserves the right to cancel programs if enrollment criteria are not met or when conditions prevail beyond its control. Every effort will be made to contact each enrollee if a program is canceled. If a program is not held for any reason, the chapter's liability is limited to the refund of the program fee.

Special Accommodations: Any individual who requires a special accommodation for a specific disability should contact Rett Hollar at (406) 761-3449 at least one week prior to the seminar date.


ARMA - Big Sky Chapter
PO Box 6672
Helena MT 59604-6672

TWO DAYS YOU CAN'T AFFORD TO MISS!



PREPARE YOURSELF FOR INFORMATION COMPLIANCE "BOOTCAMP" STYLE

&



LITIGATION E-DISCOVERY BASICS

Thursday, June 14th & 15th, 2007
Jorgenson's Inn
Helena, MT

Name _____

Title _____

Company/ Agency _____

City _____

State _____

Zip Code _____

Telephone # _____

Email _____

Please check one of the following:

Members: _____ \$189

Non-Members: _____ \$259

Make Checks Payable to:

Big Sky Chapter of ARMA

Tax ID 481-11-2720

_____ Yes, in order to help keep the cost of future programs down, I would like to receive notice about programs via e-mail

Course Descriptions

Thursday – Information Nation Warrior Bootcamp

Session 1 – "RIM Program Basic Training: Building a Compliant Records Management Program"

Session 2 - "Information Management Compliance Boot Camp: Building a Records Management Warrior"

Session 3 - "Doing Battle the Nice Way: Negotiating an e-Communications Policy"

Randolph A. Kahn, Esq., is an educator and author of dozens of published works including "Information Nation Warrior," "Information Nation: Seven Keys to Information Management Compliance", "E-Mail Rules" and a publication released in February 2006 entitled "Privacy Nation: The Business of Managing Private Information and Documents." Mr. Kahn was the recipient of the Britt Literary Award in 2004 for an article entitled "Records Management & Compliance: Making the Connection" and in 2005 for an article entitled "Stand and Deliver". He is an internationally recognized authority on the legal, compliance, and policy issues of information technology and information, and trusted advisor and consultant to Fortune 500 companies, governmental agencies and court systems.

As founder of Kahn Consulting, Inc., Mr. Kahn leads a team of information management, regulatory, compliance and technology professionals who serve as consultants and advisors to major institutions around the globe. Each year Mr. Kahn speaks around the globe to corporate and government institutions. In addition, Mr. Kahn teaches "Legal Issues in Records and Information Management" at George Washington University.

Friday – E-records, E-discovery, E-gads!

Learn about the discovery process during litigation specifically as it relates to electronic records.

Kyle Witt

Kyle is the manager of document management services with PPL Montana. Kyle has worked with PPL Montana and its predecessor Montana Power Company for 12 years. His areas of responsibilities include implementing records management and retention programs. Kyle has served on the board of directors for the Big Sky Chapter of ARMA for the past three years, currently as the Vice President of Membership and Marketing.

Rett Hollar, CDIA+

Rett is the Vice President of The Office Center, Inc. Rett has served on the board of the Big Sky chapter for many years, and is currently the Immediate Past President. As a records management professional, his primary duties include working with clients in regards to their records and information management environments. Rett has also provided technology support for law firms during litigation.

See detailed course descriptions at:

www.bigskyarma.org

ARMA – Big Sky Chapter is proud to celebrate its 15th Anniversary this year!

Who is ARMA?

Originally, ARMA was the acronym for the Association of Records Managers and Administrators. Over the past several years, however, we have seen a broadening of the profession as records management has become a recognized and integral part of information management which is a key to doing business. To reflect the changing environment and this "expansion" of the profession, about four years ago the association's Board of Directors decided to discontinue using ARMA as an acronym and adopted "ARMA International" and the tag line "The Association of Information Management Professionals" as a descriptor of the association.